



STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
September 2005

CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE; “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Classification/Compensation Analyst 2 (A,I)	73706	\$29,340 - \$46,944
Classification/Compensation Analyst 3 (A)	73707	\$34,848 - \$55,752
Classification/Compensation Analyst 4 (A)	73708	\$36,432 - \$58,296
Loan Examiner 2 (C)	75222	\$33,372 - \$53,400
Loan Examiner 3 (C)	75224	\$34,848 - \$55,752
Loan Examiner 4 (B)	75225	\$39,420 - \$63,072
Managed Care Program Manager 1 (G)	72961	\$33,372 - \$53,400
Mental Retardation Program Specialist 2 (N)	72242	\$28,188 - \$45,096
Mental Retardation Program Specialist 3 (N)	72243	\$30,612 - \$48,984

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective September 9, 2005.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
- C - Register will be ABOLISHED and REESTABLISHED effective September 9, 2005 .
- D - Job classification will be ABOLISHED.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective.
- G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective September 9, 2005.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- L - Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory overtime to cash overtime effective 6/16/2005.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

CLASSIFICATION/COMPENSATION ANALYST 2

SUMMARY: Under general supervision, performs professional classification/compensation analytic work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level in the Classification/Compensation Analyst sub-series. An employee in this class is assigned a variety of professional classification and compensation duties. This work involves: evaluating position action requests; conducting position audits; applying point-factor and other evaluation techniques in determining class compensation; preparing cost projections; writing class specifications; and conducting and completing salary surveys. This class is flexibly staffed with and differs from Classification/Compensation Analyst 1 in that incumbents of the latter function in an entry level capacity. This class differs from Classification/Compensation Analyst 3 in that incumbents of the latter perform work of greater scope and complexity and with a greater degree of independence.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of professional classification/compensation analytic work.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education on a year-for-year basis to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in business administration and management, human resources management, and/or industrial and organizational psychology may be substituted for the required experience on a year-for-year basis to a maximum of one year (e.g., 36 graduate quarter hours in business administration and management, human resources management, and/or industrial and organizational psychology substitute for 1 year of the required experience).

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, Pass/Fail; Education and Experience, 100% for career service positions.

CLASSIFICATION/COMPENSATION ANALYST 3

SUMMARY: Under general supervision, performs professional classification/compensation analytic work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the third class in the Classification/Compensation Analyst sub-series. An employee in this class functions very independently in performing a variety of complex and difficult classification and compensation duties. This work involves: evaluating position action requests; conducting position audits; conducting complex classification studies; determining class compensation; preparing cost projections; writing class specifications, and conducting and completing salary surveys. This class differs from Classification/Compensation Analyst 2 in that incumbents of the latter function at the working level with a lesser degree of independence and perform analytic duties of lesser scope and complexity. This class differs from Classification/Compensation Analyst 4 in that an incumbent of the latter functions at the lead level on a regular basis.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional classification/compensation analytic work.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education on a year-for-year basis to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in business administration and management, human resources management, and/or industrial and organizational psychology may be substituted for the required experience on a year-for-year basis to a maximum of one year (e.g., 36 graduate quarter hours in business administration and management, human resources management, and/or industrial and organizational psychology substitute for 1 year of the required experience).

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CLASSIFICATION/COMPENSATION ANALYST 4

SUMMARY: Under general supervision, performs professional classification/compensation analytic work of considerable difficulty and lead work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the Classification/Compensation Analyst sub-series. An employee in this class leads subordinate staff in conducting complex classification and compensation studies affecting multiple agencies. This work involves developing plans for conducting and implementing studies, coordinating staff in gathering information necessary to evaluate classification and compensation actions, and overseeing study implementation. An employee also assists supervisors in planning, coordinating, and reviewing staff work on specific division projects and assists in training new analysts. This class differs from Classification/Compensation Analyst 3 in that incumbents of the latter conduct complex classification and compensation studies without responsibility for leading others on a regular basis. This class differs from Personnel Manager classes in that incumbents of the latter manage personnel office activities and operations and may supervise incumbents of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of professional classification and compensation analytic work.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education on a year-for-year basis to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in business administration and management, human resources management, and/or industrial and organizational psychology may be substituted for the required experience on a year-for-year basis to a maximum of one year (e.g., 36 graduate quarter hours in business administration and management, human resources management, and/or industrial and organizational psychology substitute for 1 year of the required experience).

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

LOAN EXAMINER 2

SUMMARY: Under general supervision, performs professional loan examination work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working-level class in the Loan Examination sub-series, the entry-level being subsumed by Financial Institutions Examiner 1. An employee in this class performs a variety of assignments in reviewing and analyzing the financial solvency, business practices, and operations of non-depository financial institutions including, but not limited to, mortgage brokers, lenders and servers, industrial loan and thrift companies, insurance premium finance companies, deferred presentment services, check cashers, title pledge lenders, and money transmitters licensed to operate in Tennessee. This class is flexibly staffed with Financial Institutions Examiner 1 and differs in that incumbents of the latter perform entry-level loan examination duties under immediate supervision. This class differs from that of Loan Examiner 3 in that incumbents of the latter perform advanced working level loan examinations duties.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in finance, business administration, accounting, or any other remaining business, mathematics, statistics, actuarial science, or computer science degree and experience equivalent to one year of full-time responsible professional non-depository financial institutions examining work with a federal or state agency.

Substitution of Experience for Education: Professional examining, accounting, or auditing of financial records and management practices, or related professional financial/insurance industry experience in risk or policy/procedure analysis may substitute for the required education on a year-for-year basis, to a maximum of four years.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full time responsible professional non-depository financial institutions examining work with a federal or state agency.

OR

One year of full time professional loan examination experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator license is required.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

LOAN EXAMINER 3

SUMMARY: Under general supervision, performs professional loan examination work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working level class in the Loan Examiner sub-series. An employee in this class performs a wide variety of assignments in reviewing and analyzing the financial solvency, business practices, and operations of non-depository financial institutions including, but not limited to, mortgage brokers, lenders and servers, industrial loan and thrift companies, insurance premium finance companies, deferred presentment services, check cashers, title pledge lenders, and money transmitters licensed to operate in Tennessee. This class differs from Loan Examiner 2 in that incumbents of the latter perform loan examination duties at the working level. This class differs from that of Loan Examinations Examiner 4 in that incumbents of the latter perform lead loan examinations work.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in finance, business administration, accounting, or any other remaining business, mathematics, statistics, actuarial science, or computer science degree, and experience equivalent to three years of full-time responsible professional non-depository financial institutions examining work with a federal or state agency.

Substitution of Experience for Education: Professional examining, accounting, or auditing of financial records and management practices, or related professional financial/insurance industry experience in risk or policy/procedure analysis may substitute for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Graduate Education or Certification for Experience: (1) Graduate course work credit received from an accredited college or university in any business, mathematics, statistics, actuarial science, or computer science, may substitute for experience on a month-for-month basis (e.g., 36 graduate hours in finance may substitute for one year of the required experience); or (2) possession of current certification in active status as a Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners may substitute for the one year of required experience, to a maximum of one year. There is a maximum substitution of one year using either of the two clauses listed above.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full time responsible professional non-depository financial institutions examining work with a federal or state agency.

OR

Three years of full time professional loan examination experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator license is required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

LOAN EXAMINER 4

SUMMARY: Under general supervision, performs professional lead loan examining work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the Loan Examiner sub-series. An employee in the class leads subordinate loan examiners in reviewing and analyzing the financial solvency, business practices, and operations of non-depository financial institutions including, but not limited to, mortgage brokers, lenders and servers, industrial loan and thrift companies, insurance premium finance companies, deferred presentment services, check cashers, title pledge lenders, and money transmitters licensed to operate in Tennessee. This class differs from that of Loan Examiner 3 in that an incumbent of the latter performs duties at the advanced working level. This class differs from that of Loan Examinations Director in that incumbents of the latter plan, organize, and direct the work of the entire loan and compliance examination section.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in finance, business administration, accounting, or any other remaining business, mathematics, statistics, actuarial science, or computer science degree, and experience equivalent to four years of full-time responsible professional non-depository financial institutions examining work with a federal or state agency.

Substitution of Experience for Education: Professional examining, accounting, or auditing of financial records and management practices, or related professional financial/insurance industry experience in risk or policy/procedure analysis may substitute for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Graduate Education or Certification for Experience: (1) Graduate course work credit received from an accredited college or university in any business, mathematics, statistics, actuarial science, or computer science, may substitute for experience on a month-for-month basis (e.g., 36 graduate hours in finance may substitute for one year of the required experience); or (2) possession of current certification in active status as a Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners may substitute for the one year of required experience, to a maximum of one year. There is a maximum substitution of one year using either of the clauses listed above.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full time responsible professional non-depository financial institutions examining work with a federal or state agency.

OR

Four years of full time professional loan examination experience with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator license is required.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

MANAGED CARE PROGRAM MANAGER 1

SUMMARY: Under general supervision, is responsible for professional TennCare managerial and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for managing a moderate sized TennCare section which is assigned complex duties. This class differs from that of Managed Care Specialist 3 in that an incumbent of the latter functions at a highly technical professional level or supervises a small to moderate sized section which is assigned duties of routine to average complexity. This class differs from that of Managed Care Program Manager 2 in that an incumbent of the latter is responsible for assisting in directing the activities and services of a most complex division or manages a large and/or most complex section.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of professional level experience interpreting policy or procedural provisions for a TennCare, Medicaid, Managed Care, or other related health insurance organization, of which one year must include drafting contractual requirements, developing rules and regulations, or supervising professional staff who deal with health insurance.

Substitution of Experience for Education: Qualifying professional experience interpreting policy or procedural provisions for a related health insurance organization may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Four years of full-time work as a Managed Care Specialist, Managed Care Program Manager, and/or Managed Care Division Director with the State of Tennessee, of which one year must be at the Managed Care Specialist 3 or higher level.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.